



CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

Dedication. Leadership. Advocacy.

BOARD OF DIRECTORS MEETING

MINUTES OF THE CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE (4CS)  
BOARD OF DIRECTORS MEETING HELD AT  
OXNARD COLLEGE AND VIA ZOOM VIDEO CONFERENCE ON  
FRIDAY, MARCH 24 AND SATURDAY, MARCH 25, 2023

Members present (distinguished with an "X"):

|                                                       |                                                       |
|-------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Trisha Albertsen  | <input checked="" type="checkbox"/> Deborah Knowles   |
| <input checked="" type="checkbox"/> Virginia Criswell | <input checked="" type="checkbox"/> Kathleen Matthies |
| <input checked="" type="checkbox"/> Kristal Dela Cruz | <input checked="" type="checkbox"/> Amparo Medina     |
| <input checked="" type="checkbox"/> Kimberly Duong    | <input checked="" type="checkbox"/> Felisia Mitchell  |
| <input checked="" type="checkbox"/> Hope Ell          | <input checked="" type="checkbox"/> Dina Pielact      |
| <input checked="" type="checkbox"/> Therese Grande    | <input checked="" type="checkbox"/> Monique Reyna     |
| <input checked="" type="checkbox"/> LaTonyua Harden   | <input checked="" type="checkbox"/> David Rodriguez   |
| <input checked="" type="checkbox"/> Karen Jimenez     | <input checked="" type="checkbox"/> Susan Rodriguez   |

Others present: Dr. Oscar Cobian, Acting President, Oxnard College; Liz Avila-Delgado, Foundation for California Community Colleges; Jessica Martin, Diablo Valley College

**I. CALL TO ORDER**

The meeting was called to order by Trisha Albertsen at 9:07 a.m. on Friday, March 24, 2023.

**II. WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS**

Trisha Albertsen welcomed everyone to the meeting. No introductions or announcements were made.

**III. APPROVAL OF AGENDA AND MINUTES**

*a. 2023-41 Approval of Agenda*

Trisha Albertsen presented the meeting agenda for review and approval. President Albertsen requested to add agenda item 2023-57, Approval of External Audit.

**Upon motion duly made by David Rodriguez and seconded by Therese Grande, agenda item 2023-41, Approval of Agenda, was unanimously approved with an amendment to include agenda item 2023-57, Approval of External Audit.**

- b. 2023-42 Approval of Minutes for January 28, 2023 Board of Directors Meeting*  
Trisha Albertsen presented the January 28, 2023 meeting minutes for review and approval.

**Upon motion duly made by Therese Grande and seconded by Deborah Knowles, agenda item 2023-42, Approval of Minutes for January 28, 2023 Board of Directors meeting, was approved with abstention from Therese Grande.**

#### **IV. CONSENT AGENDA**

- a. 2023-43 4CS Financials: January-February 2023*
- b. 2023-44 4CS Membership & Donations: January-February 2023*
- c. 2023-45 Resignation, Kim Duong, Treasurer*

Trisha Albertsen and Kim Duong presented the items listed in the consent agenda.

**Upon motion duly made by David Rodriguez and seconded by Karen Jimenez, the board unanimously approved consent agenda items 2023-43, 4CS Financials: January-February 2023, 2023-44, 4CS Membership & Donations: January-February 2023, and 2023-45, Resignation, Km Duong, Treasurer.**

#### **V. GOVERNANCE PROCESS**

- a. 2023-46 4CS Email Distribution*

Trisha Albertsen presented the 4CS Email Distribution item. This item was brought forward for discussion to determine who will be responsible for sending emails on behalf of 4CS. It was determined that the Communications Officers will be responsible for sending emails on behalf of 4CS. A timeline will be created to track when messages need to go out.

#### **VI. OLD BUSINESS**

- a. 2022-62 Strategic Plan Update*

Deborah Knowles provided an overview and update of the Strategic Plan.

- b. 2023-16 4CS Representative Minimum Qualifications*

Deborah Knowles led a discussion on minimum qualifications for 4CS representatives. Specifically, a request has been made to remove “must have been a member of a local classified senate” from the qualifications. Discussion ensued; the board will bring this item back to the June board meeting.

c. *2023-20 Memberships, Individual Donors & Sponsorships*

Karen Jimenez presented the second reading of the membership and donor levels. Discussion ensued; a suggestion was made to change “membership opportunities” to “organizational membership opportunities” and “donation levels” to “individual donation levels.”

**Upon motion duly made by Susan Rodriguez and seconded by Monique Reyna, the board unanimously approved agenda item 2023-20, Memberships, Individuals Donors & Sponsorships, with the amendment to change “membership opportunities” to “organizational membership opportunities” and “donation levels” to “individual donation levels.”**

d. *2023-37 Land Acknowledgement*

Trisha Albertsen presented the second reading of the land acknowledgement. The board discussed ways to make this actionable, including asking tribes to present at meetings and events.

**Upon motion duly made by Amparo Medina and seconded by Susan Rodriguez, the board unanimously approved agenda item 2023-37, Land Acknowledgment.**

e. *2023-31 4CS Branding*

Dina Pielaet created several possible options for a new logo. The board reviewed and discussed each option, including potential taglines.

f. *2023-39 Resolution Voting Procedures*

Karen Jimenez led a discussion on resolution voting procedures for the annual business meeting. Delegates will have the option to vote in person or electronically. A resolution workshop will be held prior to the annual business meeting, giving Senates a chance to review and/or suggest changes to the proposed resolutions.

**VII. NEW BUSINESS**

a. *2023-47 Classified 9+1 Rationale*

David Rodriguez and Therese Grande led a discussion on the rationale for the Classified 9+1. The rationale will be included with the 9+1 document at the Classified Leadership Institute.

b. *2023-48 California Community College Council for Staff Development (4CSD) Liaison*

Trisha Albertsen presented this item for discussion. The state council for staff development is a valuable resource and President Albertsen would like to include a liaison from the state council on 4CS. This position would be a non-voting resource position. This will be brought back to a future meeting for a vote.

c. *2023-49 Review of Regions*

Hope Ell and Monique Reyna led a discussion on the review of regions. 4CS currently has 18 regions. Most other organizations, including the CIO's, CSSO's, Student Government, and Academic Senate have 10 regions. Based on the research, the recommendation is to reduce 4CS representatives from 18 to 10. A larger discussion ensued about the composition of 4CS and the processes and procedures to make changes to the composition of 4CS. A one-day board retreat will be scheduled to continue discussion on this and other planning items.

d. *2023-50 2023-24 Tentative Budget*

Kim Duong presented the 2023-24 Tentative Budget. The board requested a more detailed budget, showing carry over funding from the previous year. After discussion, it was determined that this agenda item will be brought back to the June meeting with the carry over funding included.

e. *2023-51 Financial Operations Committee (FOC) Charges Update*

Kim Duong presented changes to the charge of the Financial Operations Committee.

**Upon motion duly made by Karen Jimenez and seconded by David Rodriguez, the board unanimously approved agenda item 2023-51, Financial Operations Committee (FOC) Charges Update.**

f. *2023-52 Higher Ed Labor United*

Trisha Albertsen reported that the Higher Ed Labor United organization contacted 4CS about possible collaboration. An informational flyer and newsletter were provided to the board for background information. After discussion, the board agreed that collaboration with this group would not be appropriate for 4CS.

g. *2023-53 Treasurer Requirements and Duties*

Trisha Albertsen presented a first reading on changes to the treasurer requirements and duties. The board requested that the requirements of the position include one year on the 4CS board of directors or accounting experience. An additional change requested was to include Excel experience. These changes will be incorporated for second reading.

h. *2023-54 Secretary Requirements and Duties*

Trisha Albertsen presented a first reading on changes to the secretary requirements and duties. The board requested that the requirements of the position include one year on the 4CS board of directors or administrative or executive assistant experience. This change will be incorporated for second reading.

**Friday meeting adjourned at 4:48 p.m.; Saturday meeting called to order at 9:11 a.m.**

i. *2023-55 Listserv Maintenance*

Trisha Albertsen submitted this item to determine who on the board should be responsible for maintaining both the classified listserv and senate listserv. After discussion, the board determined that the secretary will maintain the senate listserv and the communications officer will maintain the classified listserv.

j. *2023-56 Vision Resource Center*

Liz Avila-Delgado and Jessica Martin presented information about creating a classified community in the Vision Resource Center (VRC). The VRC is an online learning and communication platform. Within the VRC, there are communities, giving specific groups the ability to provide information to their constituents. Requests to create community in the VRC must be approved by the Chancellor's office. In order for 4CS to have a community on the VRC, there will need to be two or three moderators assigned.

**Upon motion duly made by Monique Reyna and seconded by Dina Pielat, the board unanimously approved agenda item 2023-56, Vision Resource Center. Moderators are Secretary (Hope Ell), Communications Officer (Dina Pielat), and one additional Senator (Monique Reyna).**

k. *2023-57 Approval of External Audit*

Trisha Albertsen shared that as 4CS continues to grow, an external audit is necessary. President Albertsen reached out to three different companies for quotes, and those quotes were presented to the board for review.

**Upon motion duly made by Karen Jimenez and seconded by Dina Pielat, the board unanimously approved agenda item 2023-57, Approval of External Audit, using Ling & Bouman, LLP for audit services, with an amendment to clarify that the audit will cover the 2021-2022 fiscal year.**

**VIII. REPORTS (COMMITTEE/TASK FORCE/WORK GROUP)**

a. *Board Governance*

i. *Elections Task Force*

Karen Jimenez reported that based on discussion from Friday's meeting, elections will be limited to officers and resolutions only. Area representative elections will take place after the board discusses reorganization.

ii. *Government Relations Task Force*

Deborah Knowles shared the task force has not been able to meet, but Deborah is planning to get the group together soon.

In April, 4CS board members Trisha Albertsen, Hope Ell, and Deborah Knowles will participate in lobbying along with Brad Phillips from IEBC and

Dana Quitner, who is part of the League of Women Voters and has experience with lobbying. This is the first step towards the long-term goal of getting 4CS into legislation.

Trisha Albertsen and Deborah Knowles have continued to attend Consultation Council on a monthly basis. 4CS has continued to request a seat on Consultation Council, but has not yet received approval. The Chancellor has indicated that seat for 4CS would be agendaized at the April Consultation Council meeting.

*iii. Internal Review Task Force*

Deborah Knowles shared that per the discussions in this meeting the next internal review process will take place in July at the summer retreat.

*b. Financial Operations*

Kimberly Duong reported that the committee reviewed and updated its charge. New travel forms were created and are now available in the shared drive.

*i. Audit Task Force*

The audit process has had one minor update. The accounting guidelines will need to be updated to reflect this change.

*c. Resource Development*

Karen Jimenez discussed the spring fundraisers. There was a See's Candies fundraiser, which raised \$342. There will be a flower fundraiser coming up in May. The group will discuss/brainstorm ideas for future events.

*d. Marketing/Public Relations*

*i. Technology Task Force*

Dina Pielaet shared that the website is not fully accessible to make changes. She would like to create a test site that will allow for more access to the webmaster and is more user friendly. Dina noted that she is working to ensure that PDF documents on the 4CS website are ADA compliant. Dina is working to update the 4CS social media presence.

*ii. Communications Task Force*

The task force has not met; however, Dina Pielaet is the lead for the task force. Dina plans to create a form in which board members can suggest communication strategies. Dina plans to work on a yearly calendar of events. She will be working on a newsletter and asked senators to share their story of why they serve on 4CS.

*e. CLI Task Force*

Amparo Medina provided updates on CLI 2023 planning.

*f. Speaker's Bureau Task Force*  
No report.

*g. Statewide & Legislative Reports*  
Report attached to the March meeting agenda.

**IX. CARING CAMPUS**

Trisha Albertsen, Deborah Knowles, and Karen Jimenez shared an update on Caring Campus. Brad Phillips at IEBC is working with 4CS to change the dues structure, which will bring in more revenue for 4CS.

**X. EXECUTIVE BOARD REPORTS**

*a. President – T. Albertsen*  
Reviewed activities since the last meeting.

*b. President Elect - D. Knowles*  
Reviewed activities since the last meeting.

*c. Region 1 Vice President – Vacant*  
No report.

*d. Region 2 Vice President – S. Rodriguez*  
Reviewed activities since the last meeting.

*e. Region 3 Vice President – F. Mitchell*  
No report.

*g. Secretary – H. A. Ell*  
Reviewed activities since the last meeting.

*g. Treasurer – K. Duong*  
Report shared under Consent Agenda.

*h. Communications Officer – Vacant*  
No report.

*i. Past President – K. Jimenez*  
Reviewed her activities since the last meeting.

**XI. AREA REPRESENTATIVE REPORTS**

*a. Area A- Vacant*

*b. Area B – Kathleen Matthies*  
Not present.

*c. Area C – Vacant*

*d. Area D– V. Criswell*  
Provided update.

*e. Area E– Vacant*  
Hope Ell was contacted by a classified member at College of the Desert, which is in Area E. They are interested in starting a Senate. Hope sent the information and is waiting to hear back.

*f. Area F– D. Rodriguez*  
Provided update.

*h. Area G– Vacant*

*h. Area H– K. Dela Cruz*  
Not present.

*i. Area I – M. Reyna*  
Provided update.

*j. Area J – A. Medina*  
Provided update.

*k. Area K – Vacant*

*l. Area L – L. Harden*  
Provided update.

*m. Area M – Vacant*

*n. Area N – Vacant*

*o. Area O – T. Grande*  
Not present.

*p. Area P – Vacant*

*q. Area Q – Vacant*

*r. Area R – Vacant*

**XII. GOOD OF THE ORDER**  
None.

**XIII. ADJOURN**

Meeting adjourned at 1:54 p.m. on Saturday, March 25, 2023.

Approved on: September 22, 2023

President's Signature: Trisha Albertsen